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Huntsville Center Accident/Injury Reporting Decision Tree

Choose One:

(all underlined are clickable links)

Accident involving a Government or contractor employee

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Accident involving damage to Army or Contractor property

.

Exit

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Government and Contractor Employee Occupational Injuries and Illnesses Decision Tree

Did the employee experience an injury or illness?

No

Yes

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Report event to HNC Safety Office (HNC SO) as a near miss. ENG Form 3394 may be used to document event.

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Is the injury or illness work-related?

No

Yes

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Work-Related:

A case is presumed work-related if, and only if, an event or exposure in the work environment is a discernable cause of the injury or illness or a significant aggravation to a pre-existing condition. Significant aggravation of a pre-existing condition by a workplace event or exposure makes the case work-related. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment. Injuries and illnesses that occur while an employee is in travel status are work-related if, at the time of the injury or illness, the employee was engaged in work activities "in the interest of the employer."

Exceptions to Work-Relatedness:

1. Member of the general public.
2. Symptoms arising on premises totally due to outside factors.
3. Voluntary participation in wellness program.
4. Eating, drinking and preparing one's own food.
5. Personal tasks outside working hours.
6. Personal grooming, self-medication, self infliction.
7. Motor vehicle accident in parking lot/access road during commute.
8. Cold or flu.
9. Mental illness unless employee voluntarily presents a medical opinion stating that the employee has a mental illness that is work-related.
10. The illness/injury occurs while an employee is on TDY status (established if employee has checked into a temporary residence or if they have taken a detour during TDY for personal reasons) and is not engaged in work activities at the time of the event.

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Is the injury or illness a new case?

No

Yes

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New Case:

Work-related injuries and illnesses are considered to be new cases when the employee:

- has never reported similar signs or symptoms before

- has recovered completely from a previous injury or illness and workplace events or exposures have caused the signs or symptoms to reappear

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Notify HNC Safety Office of pre-existing work related injury or illness. Contact HNC SO to determine if ENG Form 3394 is required.

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Does the injury or illness meet the general recording criteria?

Don’t Know

No

Yes

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Not a recordable injury/illness. No ENG Form 3394 is required.

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General Recording Criteria: To be recordable a case must meet one or more of the following:

1. Death;
2. Days away from work;
3. Restricted work or transfer to another job;
4. Medical treatment beyond first aid;
5. Loss of consciousness (regardless of the amount of time an employee is unconscious);
6. Diagnosis of a significant injury or illness
7. Needlestick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material;
8. Medical removal under medical surveillance requirements of an OSHA Standard;
9. Occupational hearing loss if the employee has experienced a work-related Standard Threshold Shift (STS) in hearing in one or both ears and the employee's total hearing level is 25dB or more above audiometric zero in the same ear(s) as the STS; or
10. Work-related tuberculosis.

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Days away from work:

Injury or Illness that prohibits the employee from performing regular duties or restricted duties according to a health care professional's recommendation;

Days away are counted in calendar days beyond the date of the injury; days away may be estimated, but must be updated when the employee returns to regular duties or restricted duty;

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Restricted work or transfer to another job:

Any restriction or transfer to a job where the employee's ability to perform regular duties are limited or eliminated due to illness or injury according to a health care professional's recommendation.

Days on restricted duty or job transfer are counted in calendar days; days on restricted duty or job transfer may be estimated, but must be updated when the employee returns to regular duties;

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Medical Treatment Beyond First Aid:

1. Medical treatment does not include:
   a. Visits to a physician or other licensed healthcare professional solely for observation or counseling;
   b. Diagnostic procedures, such as x-rays, blood testing, or administration of prescription medication solely for diagnostic purposes;
2. Any treatment that is not considered first aid is considered medical treatment;
3. First Aid is:
   a. Use of non-prescription medication at non-prescription strength
   b. Tetanus immunizations
   c. Cleaning, flushing, or soaking wounds on the surface of the skin
   d. Use of bandages or butterfly bandages (not including sutures, glue, etc)
   e. Hot or cold therapy
   f. Non-rigid means of support
   g. Temporary immobilization devices while transporting an accident victim
   h. Drilling of a nail to relieve pressure, or draining fluid from a blister
   i. Use of eye patches
   j. Removing foreign bodies from the eye using irrigation or a cotton swab
   k. Removal or splinters or foreign objects from areas other than the eye by irrigation, tweezers, cotton swabs, etc.
   l. Use of finger guards
   m. Massages (not including physical therapy or chiropractic services)
   n. Drinking fluids for relief of heat stress (not including IVs)

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Submit ENG Form 3394 within 5 working days following the injury or illness.

If injury results in fatality, permanent total or partial disability, or three or more people are injured in one accident (single event) ***immediately*** notify the HNC Safety Office (HNC SO). Secure and preserve the accident scene. HNC SO will coordinate with the Command Group and notify HQs Safety of the accident. HNC SO will also advise Commander on Board of Investigation (BOI) requirements.

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Government/Contractor Property Damage Accidents Decision Tree

Choose One:

(all underlined are clickable links)

Did the accident result in less than $2,000 in Army/ Contractor property damage?

Did the accident result in more than $2,000 but les s than $200,000 Army/Contractor property damage?

Did the accident result in $200,000 or more Army/Co ntractor property damage?

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Notify the Resident Engineer (RE) or Project Manager (PM). RE or PM will contact HNC Safety Office.

Do not record the accident. No ENG Form 3394 is required.

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Submit ENG Form 3394 within 5 working days following accident

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Immediately notify the HNC Safety Office (HNC SO) of accident. Secure and preserve the accident scene. Complete ENG Form 3394 and submit to HNC SO within 5 working days following the accident. HNC SO will coordinate with the Command Group and notify HQ Safety of the accident. HNC SO will also advise Commander on Board of Investigation (BOI) requirements.

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